**Board Director Application Pack**

Thank you for your interest in joining our Board of Directors!

With alcohol deaths rising and access to treatment at a ten-year low, Alcohol Focus Scotland’s role in advocating and supporting change has never been more important. Our Board has a vital role in ensuring the organisation is well-governed and able to deliver on our strategic plan.

The attached information pack includes a description of the Director’s role, an application form and the equal opportunities monitoring form.

If you are interested in joining Alcohol Focus Scotland’s Board, you should fill in and send us:

* The application form
* The equal opportunities monitoring form (this does not form part of the selection process)

**You can apply at any time up to 9 am on Wednesday 10 April 2024.**

We will consider your application and invite people who have the skills, expertise and experience which will complement and add new perspectives to our existing Board to interview.

**Interviews will take place the week commencing 22 April 2024.**

Please submit your completed application by email to [imogen.adams@alcohol-focus-scotland.org.uk](mailto:imogen.adams@alcohol-focus-scotland.org.uk) with ‘Director’s application’ in the email header. If we invite you to interview, we’ll ask you to sign the application at the interview.

You can find out more about Alcohol Focus Scotland (AFS) on our website [www.alcohol-focus-scotland.org.uk](http://www.alcohol-focus-scotland.org.uk)

If you have any questions or would like to discuss the work of AFS and the role of a Director, please contact Alison Douglas, Chief Executive on [alison.douglas@alcohol-focus-scotland.org.uk](mailto:alison.douglas@alcohol-focus-scotland.org.uk)

Thank you for your interest and we look forward to receiving your application.

Yours sincerely

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Description automatically generated with medium confidence

**Andrew Fraser**

Chair

**1. Introduction**

Alcohol Focus Scotland (AFS) is the national charity working to prevent and reduce alcohol-related harm.

We want to reduce the impact of alcohol on individuals, families, communities, and Scotland as a whole, through the implementation of effective alcohol control policies and legislation. We want to see fewer people have their health damaged or lives cut short due to alcohol, fewer children and families suffering as a result of other people's drinking, and communities free from alcohol-related crime and violence.

Our vision is for a future where everyone can achieve their potential free from the widespread health, social and economic harm and equality caused by alcohol.

AFS is a charitable company governed by a Board of up to 13 Directors who are also our members. We wish to recruit up to five new Directors to join the board. In particular, we are looking for individuals who have skills, expertise and experience in one or more of the following areas of policy, practice and governance:

**Policy and practice:**

* public health, Alcohol and Drugs Partnerships or alcohol service provision research and or policy development in a relevant field (e.g. alcohol or commercial determinants of health, alcohol marketing)
* public affairs or campaigns
* the impact of alcohol on children, young people and families
* business development and delivery of training to external stakeholders

**Governance:**

* finance and fundraising
* charity and organisational governance (incl. human resources, equality and diversity, health and safety, data protection)
* legal knowledge relevant to AFS’s objectives (e.g. licensing law)

AFS is committed to equality of opportunity in all aspects of our work and Directors will be appointed on merit. We particularly welcome applications from people who will bring greater diversity to our Board, including from people with lived experience.

**2. Role of the Board of Directors**

The role of the Board of Directors is to ensure good governance within the organisation by making sure that systems, supervision and accountability are in place:

* To set the vision and provide strategic leadership
* To ensure good stewardship of the organisation, complying with legal and financial requirements, by ensuring effective internal controls
* To manage, safeguard and protect the assets and resources of AFS ensuring that they are used only for the purposes set out in the Articles of Association
* To ensure that a risk management process is in place and that the Risk Register is scrutinised and approved annually
* To oversee the development and delivery of the AFS’s Strategic Plan including monitoring and evaluation of AFS’s work programmes
* To manage and safeguard the reputation of AFS and oversee external and stakeholder relations
* To ensure a commitment to equalities through our policies and practice.

Directors serve for 3 years and are eligible for reappointment for a further two periods of 3 years, up to a maximum of 9 years.

**3. Director recruitment process**

It is the responsibility of the AFS Board of Directors to appoint new Directors. Directors will undertake the recruitment process and draw up a shortlist of potential Directors from the applications received. They will conduct interviews along with our Chief Executive. Applicants will be considered in relation to the specified policy, practice and governance skills, expertise and experience (section 1 above) and person specification (section 4 below).

**4. Director’s Person Specification**

If you would like to join our Board you must have the following general skills, qualities and knowledge:

* A genuine interest and passion in preventing and reducing the health, social harm and inequality caused by alcohol.
* An understanding of, or a willingness to learn about, the roles and responsibilities of Directors of a charitable company and of good governance.
* Knowledge of, or willingness to learn about, the challenges of working in the third sector.

As a Director of AFS you will act in the interests of AFS and in accordance with our values. You will have oversight and responsibility for all aspects of AFS governance and strategy**.** Induction and training will be provided.

Directors serve on the Board in a personal capacity and cannot use the position to represent the interests of any other organisation.

Other requirements

You must be over 18 years and live in the United Kingdom.

We are unable to consider applications from individuals who would be disqualified from being a Director by the relevant Companies and Charities Acts 2006, including anyone who has been convicted of a crime of deception or dishonesty, unless the conviction is spent.

We are also unable to consider applications from individuals who have links with the alcohol industry.

Directors will be asked to complete a Conflict of Interest declaration on joining and annually thereafter.

**5. Time commitment**

The Board meets four times a year. Meetings are held on Wednesdays from 10am until 1pm. The Board meets alternately in AFS’s Glasgow office and by videoconference. Following in-person meetings in the Glasgow office, the Board holds an afternoon Strategy Session to examine relevant issues in more depth.

The Board has one sub-group, the Finance and Resources Committee, which is held by videoconference quarterly. Directors may be asked to join this sub-group.

Papers are usually sent out one week in advance of the meetings.

Alternatively you may become involved in specific work programmes of the organisation, which may involve occasional meetings and phone or email contact with AFS staff.

**6. Expenses**

Directors are not paid for their duties. You can claim reasonable costs of travel to and from meetings and other AFS events.

1. **Training**

Training is provided on Directors’ responsibilities and child protection. Access to other relevant training and events is made available.

1. **Our Values**

We act professionally, and treat everyone with dignity and respect and expect the same in return

**Independent**

We are a charity which promotes the public interest

We are transparent, and independent from government and from the alcohol industry

**Equitable & Fair**

**Evidence-based**

**Rights-based**

**Respectful**

We are committed to reducing inequalities and to promoting positive outcomes for all

We use the best available evidence and lived experience

We are committed to ensuring that people’s human rights are respected, protected and fulfilled

**Collaborative**

We are committed to working with others who share our Mission and Values, in order to achieve our Vision

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Daytime phone number** |  |
| **Email address** |  |
| **What is your current occupation?** |  |
| **How did you find out about this position?** |  |

**Please can you tell us about any board positions you currently hold.**

**Referee**

Please give the name and contact details of someone we can contact if we need a reference. We will not contact this person without telling you first.

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Phone number** |  |
| **Email address** |  |
| **Relationship** |  |

**Supporting Statement**

Please tell us briefly why you would like to join the Board of Alcohol Focus Scotland, including relevant experience and skills. Remember we are looking for people who have:

* A genuine interest and passion in preventing and reducing the health, social harm and inequality caused by alcohol.
* An understanding of, or a willingness to learn about, the roles and responsibilities of Directors of a charitable company and of good governance.
* Knowledge of, or willingness to learn about, the challenges of working in the third sector.
* Have particular experience, expertise or skills in one or more of the following areas: public health, Alcohol and Drugs Partnerships or alcohol service provision research and or policy development in a relevant field (e.g. alcohol or commercial determinants of health, alcohol marketing); public affairs or campaigns; the impact of alcohol on children, young people and families; business development and delivery of training to external stakeholders; finance and fundraising; charity and organisational governance (incl. human resources, equality and diversity, health and safety, data protection); legal knowledge relevant to AFS’s objectives (e.g. licensing law).

**Declaration**

I declare that to the best of my knowledge the information contained within this form is accurate and true.

I declare that I have not been disqualified from being a company director or charity director under company or charity law and I do not have an unspent conviction of a crime of deception or dishonesty.

I declare that I do not have any links to the alcohol industry.

|  |  |
| --- | --- |
| **Signature\*** |  |
| **Date** |  |

\*if you return this form by email, we will ask you to sign it if you meet us for an informal interview.

**Please return your completed application along with your equal opportunities monitoring form to:**

[Imogen.adams@alcohol-focus-scotland.org.uk](mailto:Imogen.adams@alcohol-focus-scotland.org.uk)

**Applications must be received no later than 9 am on Wednesday 10 April 2024.**

**Equal Opportunities Monitoring Form**

AFS is committed to equal opportunities. We collect information about all our staff and s to help us monitor our equalities practice. You can help by completing this form.

*Please note: This page will be separated from your application form and will not be seen by the selection panel.*

1. How would you describe your ethnic origin?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Sex and gender identity   What is your sex?  Female  Male  Prefer not to say  Is the gender you identify with the same as your sex registered at birth?  Yes     No   Prefer not to say  If the gender you identify with is not the same as your sex registered at birth, please write in:   1. What age group are you? Please tick/check one  |  |  |  |  | | --- | --- | --- | --- | | 20-29  40-49  60 or over |  | 30-39  50-59 |  | |
|  |

1. Are you disabled?

Yes  No

1. Please outline any access requirements you have.
2. Where did you find out about this post?